

# Volunteering Manual – Volume 3



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Wildlife Hospital Handbook

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## 1. **Introduction**

This handbook is aimed at an introduction to volunteering in the wildlife hospital, those who are new to volunteering in the hospital, who will be undertaking cleaning and the day-to-day animal husbandry.

Please read this handbook and ensure that you understand the basic requirements for volunteering in the wildlife hospital, this should be read in conjunction with your induction and 1-2-1 supervised hospital shifts.

The handbook should be read in conjunction with Volume 1, along with all relevant Policies, Protocols and Procedures for more detail.

Wildlife rehabilitation is the treatment and care of wild animal and the preparation for release to a successful life back in the wild. There are two main categories of wildlife that are admitted, ill or injured wildlife that need diagnosis, assessment and treatment and baby wildlife that need to be hand reared and prepared for release.

If a wild animal can be caught by a human, it's generally not in great condition, in addition they can't tell us how they are feeling and what they have been through and if they are in pain, they will be very stressed and possibly in shock. Therefore, the odds of a successful rehabilitation are stacked against them, so you have to be prepared and strong as many will die or will require euthanising.

What we do is important, firstly we can end the suffering of those that don't have a reasonable chance of survival or are suffering, but others will make a full recovery and are able to be released back into the wild.

Most wildlife casualties are the victims of some form of trauma, they regularly have severely infected injuries and shock, not commonly seen in domestic animals. Wild animals, however, generally have a greater capacity to cope with these injuries and can recover, if given the chance and the necessary supportive treatment. Yet even the most sophisticated treatment is of no use, if

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the casualty does not survive long enough to reach help, or if basic steps are not taken on admission to support recovery.

Our ultimate aim is the successful release of all wild animals back to the wild, ideally back to the area where they were found, where possible.

The handbook is aimed at general hospital duties, it does not cover triage, assessment, rearing or mediation.

### 1.1 Volunteer Activities

Unless you have received specific additional training, the activities of the Wildlife Hospital Volunteer are as follows.

Tasks	Fully Inducted or Under Supervision	+ Additional Training or Under Supervision	Wildlife Care Badge Hoder
Cleaning			
Handling wildlife			
Feeding			
Daily animal assessment /Medical Sheets			
General Animal Admission			
Crop feeding birds			
Medicating in accordance with treatment plan			
Triage			
Defining Treatment Plans			

### 2. General Principles

With wildlife care, there are basic principles to be aware of, taking these into account will reduce harm to the animal and greatly increase the chances of a successful release.

**Noise & Human Contact** - We term them wild for good reason, all wild animals suffer when they are captured and treated, their instinctive behavior is to be fearful, they will fight, try to escape and this includes possibly attacking you. They get very stressed, and this can seriously affect their

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chances of survival. It is therefore important to be sensible and respectful of the animals. For example, do not shout when in the hospital, minimise all talking and noise, avoid running or quick jerky movements and banging equipment. If you need a long conversation, consider taking it out of the hospital.

**Euthanasia** – The instinct of wildlife is to escape, they don't know that we are trying to help them, so if an animal can be caught, they are often very injured or ill and often far too advanced to be treated successfully. With any animal admission, euthanasia is often very high on our considerations to prevent or relive suffering.

**A5 – Euthanasia Policy** details the charities a position on euthanasia, when to end an animal's life. In summary, the policy states that we do not euthanise healthy animals. This does not mean we do not euthanise, we euthanise when in the overall interest of the animal, to prevent suffering or further harm.

**Pain** - Animals generally do not communicate the levels of pain they are in. An important principle of any first aid is to look for symptoms of pain and control.

**Shock** - Sick and injured animals go into shock very quickly, this will kill an animal before anything other than hemorrhaging. When an animal goes into shock, their body temperature falls, the first priority in casualty management is to maintain body temperature. If an animal gets old, they will deteriorate and die very quickly unless acted upon. Never feed or mediate an animal under temperature.

**Photography** – Don't take selfies with the wildlife, they may look cute and cuddly, but when you hold them, they will be afraid so minimise handling and photos online can look very unprofessional, damaging our reputation. A sneaky photo during your work is fine, do not handle a wild animal just for a photo.

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**Imprinting** - It is vital not to tame or imprint wildlife, if they do become tame, it will massively reduce their chances of survival in the wild. Therefore, although we do not wish to overly stress the animals, we also do not want to make them over-familiar and totally fearless when it comes to humans. Hence avoid spending unnecessary time with them. Quick treatment, feeding and cleaning is the order of the day (they are not pets!). Intelligent animals such as corvids and fox cubs are particular prone to imprinting.

This can be one of the most rewarding parts of volunteering at the sanctuary, but please remember to respect the animals and be humble.

**Mammals** - If you get your human scent on a baby mammal (not birds), the mother will reject them and often kill them. The priority is to avoid any handling until you need to. If you have to handle them, always wear disposable gloves, having first rubbed bedding on them to get the mothers scent onto the gloves, if you can, don't let mum see you with her young.

### **3. Health and Safety**

#### **3.1 Introduction**

The most important consideration when dealing with animals is you and your fellow volunteers, never put yourself or others at risk. Wild animals do not know you are helping them, their natural instinct is to survive by fighting back and even a dying small animal can pose a risk to you. Don't put yourself at unnecessary risk, if you get hurt you can't help any animals. Wild animals are programmed to see some other animals as extremely dangerous, top of the list is humans, so when a wild animal is picked up it becomes severely distressed. Therefore, we must always minimise exposure to humans and the unnatural environment, along with keeping the animal calm and quiet is essential.

All animals can carry diseases, some of which can be easily transferred to other animals and more importantly, to humans (zoonotic). Always ensure you protect yourself from infection:

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### 3.2 Personal Protective Equipment

**Disposable gloves** – Wear whenever there is a risk from contamination of bacteria or infection such as when handling wildlife, cleaning out, handling dirty bedding etc. On removal, dispose of your gloves and wash your hands with the anti-microbial/anti-bacterial soap provided when:

- Taking a break for food or a drink.
- After finishing your day in the hospital.

**Gauntlets** – Always wear when handling animals that can give a nasty bite or which have sharp talons which include adult foxes and raptors.

## 4. Housekeeping

### 4.1 General

It's essential that we keep the hospital clean, sterile, tidy and warm at all times, please play your part in keeping it that way.

- In the interest of good hygiene, NO food is to be consumed in the hospital.
  - Do not wear outdoor footwear inside the hospital, put on a pair of hospital shoes.
  - Do not leave windows or doors open or talk through an open door, this causes drafts that can shock wildlife and allow insects in.
  - When leaving the hospital ensure it is in a cleaner state than when you entered. Wipe down worktops and sweep floors as needed, clean out empty food cans and place in the recycling and generally keep things neat and tidy.
  - With washable bedding such as towels, shake and remove as much solid matter such as faeces and straw before putting into the wash basket.
  - Always put items back and where they were found.
  - Put any medication back in the appropriate cupboard or fridge, in the same place so that it can easily be found by the next person.
  - Please use the sink filters to prevent solids going into the drains and blocking them.
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## 4.2 Waste and Recycling

**General Waste** - Please refer to our Environmental Policy.

Please help us reduce waste and maximise recycling.

This should be put into the waste bin, once full, seal the bag and move to the general waste bins, put a clean bag into the bin.

The waste bins are grey with a grey or yellow lid, once these are full use the overflow steel bins.



**Dry recyclable Waste** - Should be clean and dry, put into the recycling bin and regularly emptied into the main external recycling bins.



**Compostable** - Waste such as spent hay, straw and wood shavings should be put onto the muck truck.

**Sharps Waste** - Needles and blades will be carefully placed into the sharps bin, once full it is sent for incineration. Please remove all plastic such as needle caps and syringes which should be placed in general waste.



**Deceased Animals** - All deceased wildlife is placed into the animal freezer, which is then disposed of by license carrier for incineration.

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## 5. Security & Access

Access to the hospital is restricted to fully inducted hospital volunteers or when accompanied by one, and only to carry out hospital duties. Please DO NOT invite people in to show them around.

When dealing with the public, close the hospital door and keep them within the reception area.

Before leaving, ensure the external door to the stable yard is locked.

## 6. Records & Communications

As we have multiple people in the hospital, it is vital that we have good communications to ensure information is communicated effectively and recorded. In addition, we have a legal obligation to keep records of all animals in our care and their treatment. Furthermore, when we compile our annual Charity Commission reports, the Animal Record sheets are used as evidence of what we have achieved.

### 6.1 Animal Record Sheet

An animal record sheet must always be completed during admission, this sheet will stay with the animals until out of our care, when the sheet will be filed. The sheet is used to record;

1. You add the species.
2. Ask the MoP to complete their contact address and phone number, then sign the form.
3. Ask about the history of the animal, where, when, how etc and record on the form. This history is important to help with the diagnosis and treatment plan.
4. Give the MoP the QR coded sheet with the unique reference number, add the next consecutive number to the next sheet.
5. Add date, name, weight and populate form.

The image shows a 'Wild Animal Admission Record' form. It is a structured document with several sections. At the top, it says 'Wild Animal Admission Record' and 'Petitioner'. Below that, there are fields for 'Species', 'Name', 'Sex', 'Date', and 'Weight'. There is also a section for 'I agree to undertake the responsibility of the care of this animal at the hospital and to accept all conditions of the hospital'. At the bottom, there are fields for 'Name', 'Address', 'Phone', and 'Signature'. The form is tilted and has a slight shadow, suggesting it is a photograph of a physical document.

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A Treatment Plans will only be determined by a holder of the Wildlife Care Badge, having the badge for that species.

A record of all treatment will be recorded on the sheet.

This record will be used every day to record the animal's condition and any observations and for reference and recording of medication.

The record will be attached to the animal's cage, with the treatment side facing outwards so that it can easily be read, do not show the member of publics details.

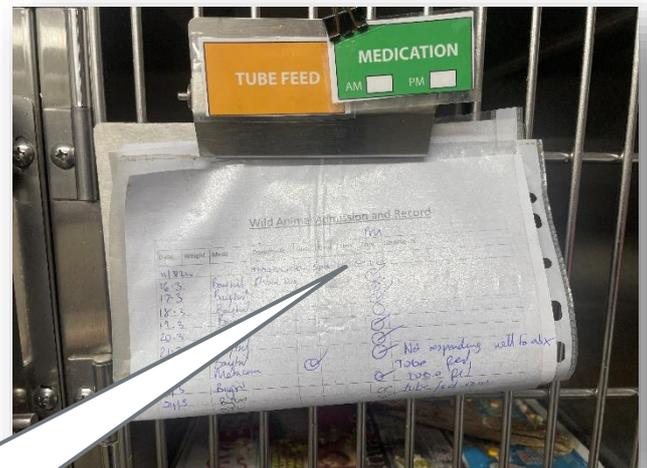
When an animal is no longer in our care, all hospital sheets must be fully completed before filling. Ensure that the date is added to the appropriate column at the bottom of the sheet, therefore "Died", "Released", " Euthanised".

Please remove any labels and sleeves, staple sheets together and then put in the To Be Filed box.

The Animal Record Sheet will be placed with the patient, normally clipped to the door of the cage, inside a plastic protection envelope.

Please also use appropriate labels;

- Tube Feed – for all birds requiring tube feeding.
- Medication –
- Please Check Me – on all new admission requiring additional monitoring and poo samples etc.



**Record sheet, with medical notes facing outward, NOT the publics details.**

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## **6.2 Hanover Information**

A logbook will be used to record all relevant information to pass on between shifts. This is NOT a record of treatment but a log of transfer information. Always refer to Animal Record Sheets for recording medical treatment.

## **7. Animal Admission**

### **7.1 General**

Admission will usually be completed by Jon or Beth, they may however ask you to admit a non-urgent case, in addition the public do turn up unexpectedly without an appointment.

When completing an Animal Medical Sheet, add as details about where the animal came from and the reason.

- Don't assume the public knows what they are talking about or that they are giving you an accurate account of the animal's circumstances or condition. They often make assumptions such as a bird isn't flying, "it has got a broken wing", "the animal doesn't need euthanising, its happy, its eating". Don't assume, always ask questions and we will make an appropriate judgement, not the public.
- Giving feedback to people is very time-consuming. If they ask for updates please issue a QR code form with the unique reference, do not say that we are able to give updates verbally.
- We generate a lot of waste which we have to pay for to dispose of, please ensure that the public take their carriers, cardboard boxes etc away with them.

### **7.2 Dealing with the Public**

Dealing with members of the public does not come easy to everyone and can be quite challenging, remember though that you are representing the charity.

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Be polite, but when necessary be firm. Some people will try and influence our judgment, remember though we have the experience and knowledge, and we decide what is best for the animal.

Never take abuse from people, we are all volunteers and it's never acceptable to receive verbal abuse.

People can be quite demanding, they can assume it's our job, they want to off load a problem. If we can't help or we need them to bring the animal to us, explain that we are all volunteers.

## **8. Daily Routine Hospital Work**

### **8.1 General**

The following section describes some of the general duties within the hospital and lists a few common things to look out for.

### **8.2 Initial Check**

Every day the animals within our care change so it's important to first ideally have a physical handover if this is possible. Then read the handover notebook before checking all animals before prior to starting. Ensure that there are none are in distress or in need of urgent attention.

### **8.3 Biosecurity Measures**

We need to all be vigilant around our biosecurity to prevent cross contamination between animals.

We don't mix feed bowls between animals, wash and put back with the same animal (don't wash them all together).

Either wipe the scales in between animals or use a barrier, a throw away piece of newspaper for example.

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- For the animals known to have something contagious such as ringworm, please clean out last, wash or replace gloves in between animals and don't reuse their cage for a different animal straight away.

Anigene is a Defra approved cleaner, it is very effective when mixed correctly and when all surfaces are in contact with it for the minimum contact time.

Always check the label for dilution rates and contact times as we don't always use Anigene.

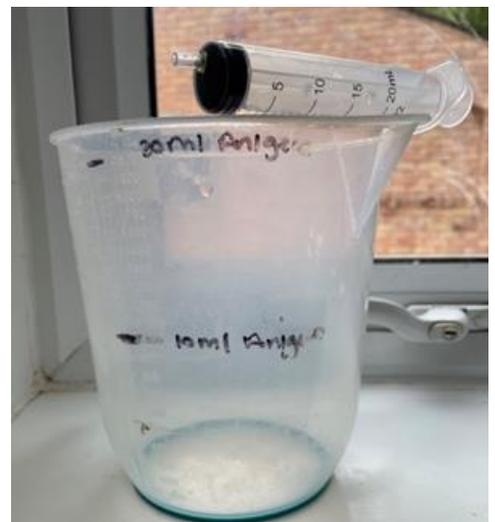
Anigene Dilution Chart			
Efficacy	Concentration	Prep per 1 Litre Water	Contact Time
Bacteria	Clean 1%	Add 10ml	5 Mins
	Dirty 2%	Add 20ml	5 Mins
Fungi	10%	Add 100ml	30 Mins
Viruses	Clean 2%	Add 20ml	30 Mins
	Dirty 10%	Add 100ml	5 Mins

Use the measuring jug and syringe to ensure the correct mixture.

10ml Anigene for 1 litre

20ml Anigene for 2 litres.

This ensures the mixture is strong enough but that we do not waste Anigene which is very expensive.



#### 8.4 Daily Hospital Cleaning

Wash down floors, walls and animal habitats (unoccupied) with Anigene at a dilution of 1:100

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**High risk areas** - Spray or wipe down examination tables, quarantine areas and surgical surfaces with Anigene HLD4V at a dilution of 1:50.

**Bedding / Stables** - Use Anigene HLD4V at a dilution of 1:50 for 20 minutes then wash as normal.

### 8.5 Cage Cleaning

- Put on disposable gloves.
  - Fill the blue cleaning bowl with hot water and a splash of Anistel and get a clean cloth.
  - Prepare an empty clean cage with newspaper - line the cage floor with newspaper (generally 2-3 layers).
  - For hedgehogs, add newspaper torn into thin strips and fluffed up, in the rear half for nesting.
  - Ensure birds have a clean perch.
  - Calmly move the patient to the clean cage – weigh first if it is a hedgehog.
  - Fill out the Animal Health Record sheet, recording weights where required. Ensure the Animal Health Record moves with the animal to the clean cage.
  - Wash all bowls and return with fresh food and water to the same animal, do not mix up with other patients Do not feed nocturnal animals on morning shift. Close the cage door, check that the door has been closed properly by pulling the door against the locking mechanism.
  - Dirty Cage cleaning - Remove soiled material from cage, if needed brush clear and place everything in the bin (shake towels in the bin first to remove bedding/faeces, then put in dirty laundry container
  - Spray the dirty cage with Anigene from the spray bottle – allow the appropriate contact time (5 minutes).
  - Wipe the cage out with the cloth in the blue disinfectant bowl starting with the ceiling, working down the walls and then the cage floor.
  - Wipe the cage door inside and outside, and facia clean.
  - Make sure the cage is fully dry before preparing it for another patient.
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## Notes

Any patient with infectious diseases (ringworm, mange, trichomoniasis etc) then ensure that these patients are cleaned out last, to reduce the risk of cross contamination. Also ensure that gloves are cleaned / changed in between patients. Disinfect scales after use with zoonotic animals.

### 8.6 Cage Bedding

All animals will need clean newspaper placed on the bottom of their carriers to help absorb moisture/urine. Only use 2-3 sheets and always remove staples before placing in the cages.

The following bedding is commonly used on top of the paper for different animals within the hospital.

Species	Bedding
<b>Hedgehogs</b>	<p>Tear narrow newspaper strips and scrunch up to create a nest, do not use office/photocopier paper as this causes paper cuts and strangulation.</p> <p>In some cases, if the hedgehog is active, critical or young it may be necessary to use a towel rather than paper.</p> <p>The hospital is heated; they only need enough paper to make a nest to feel safe and to soak up any urine. Please do not use excessive amounts.</p> 
<b>Birds (Adult)</b>	<p>Bedding is not needed,</p> <p>Provide a suitable perch to prevent foot sores.</p>

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<b>Birds (Chicks)</b>	These will often need a heat source such as an incubator or heat pad and a warm nest made from bedding such as fleece or knitted nests.
<b>Chickens</b>	Chopped straw or wood shavings (may also need heat lamp setting up as well especially when first admitted).

### 8.7 Feeding

The below foods and feeding times are used within the hospital. However, sometimes you may need to vary the food to encourage an animal to start eating. For example, a few mealworms can be given to hedgehogs, although they are not considered a good long-term option.

Species	Feeding Times	Food	
		Neonatal	Adult
<b>Foxes</b>	Adult = Night Feeders	Start on kitten / puppy rearing formula, transition to puppy mouse.	Cat or dog food wet and dry, small amounts of fruit, eggs.
<b>Pigeons</b>	Should always have access to food in daylight.	Hagen	Mixed Corn / pigeon feed.
<b>Seed Eating Garden Birds (sparrows etc)</b>	Should always have access to food in daylight.		Try on budgie / small seed mix.
<b>Meat Eating Garden Birds (Corvids etc)</b>	Should always have access to food in daylight.		Tinned wet chicken cat or dog food in jelly.
<b>Raptors (birds of prey)</b>	Depends on species.	Chopped chicks / mice.	Chopped chicks / mice whole.

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	Daytime feeding for such as kestrels, night-time feeding for such as owls		
<b>Fish Eating Birds</b> <b>(Gulls etc)</b>	Should always have access to food in daylight.		Defrosted fish, but sometimes tinned chicken cat food if fish not available.
<b>Ducklings</b>	Should always have access to food in daylight.	Chick crumb.	Corn

## 9. Medication

### 9.1 Administer

Drugs MUST only be administered in accordance with the animals care plan and only to those authorised after appropriate training.

### 9.2 Storage

Its important that we store drugs appropriately. Once used, place all medication back to its correct location, in the same position. For medication stored in the fridge, do not leave out of the fridge for any longer than necessary. Replace lids immediately after use.

### 9.3 Contamination

When accessing drugs from their container, always use clean needles and syringe, NEVER double dip. Replace any needle caps immediately to avoid contamination.

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## 10. General Care - Birds

There are many elements to account for related to bird care. Below are some of the more common ones.

### 10.1 Handling

When catching birds, don't not open cage fully to allow birds to fly out before catching, focus on holding cupping your hands around the body from the top, holding their wings into its body using both hands. Once the wings are held in, hold firmly and the bird will generally calm down and is less prone to injury. Inevitably some birds will fly past when you first open their housing. Catching the bird is simply a balance of speed and avoiding harming the bird.

For birds of prey and larger corvids, use the same action but use a towel between your hands and wrap the towel around the bird, where necessary wear protective gloves. Sometimes easier to full cover the bird with the towel, allow them to calm down then pick up the bird

Wood Pigeons get very stressed when approached and can potentially harm themselves by flying into the side of the cage. Considerations you should take around them include.

- Open the door slightly and slide out the dirty paper, before sliding in fresh paper.
- Whilst near them, if they get stressed hand a towel over the door so they can't see you, remember to remove this on leaving, if dark the bird will not feed.

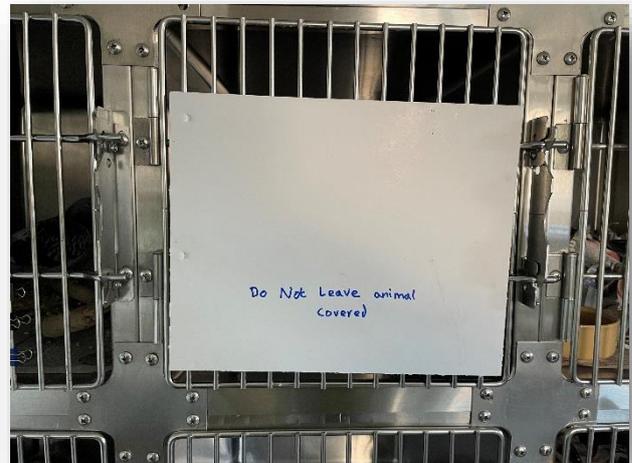
Other birds that can be very susceptible to stress are small garden birds such as sparrows. If they are madly flying around their cage, it means they are stressed, which in some circumstances can lead to death. For this type of bird, sliding paper gently in and out is a good option.

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## 10.2 Panicky Birds

As with Woodies, collared doves get very panicky, there's a technique to handling them so as not to injure them. You need to be fast, precise and firm yet gentle. If you aren't confident in handling them or want to learn, please leave and let us know. Remember to use the cage cover for any panicky birds whilst in the hospital.



## 10.3 Vitamin D Deficiency

We now have U/V lights for birds that arrive with vitamin D deficiency issues such as deformed legs and wings. Please keep the birds in the cage where the light is, this will be turned off at night. be VERY careful as the replacement lamps are £23.



Sometimes, if an animal is becoming stressed while you are in the hospital, covering their carrier entrance with a towel can help calm them down. However, all animals need Vitamin D in order to absorb calcium effectively and maintain/develop strong and healthy bones/feathers. This is particularly relevant to collared doves and some other types of pigeons, where deformities in legs and weak wings can occur over time. Therefore, never leave animals/birds covered within the hospital when you leave, especially when they are juvenile.

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#### 10.4 Introducing Birds to an Aviary

When pigeons and some other doves have finished being treated in the hospital they will sometimes go into the aviary to acclimatise and build strength. When released into the aviary, it is advisable to watch them for a while because there is a chance the other pigeons will attack/kill the newcomer. This is especially important for pigeons with disabilities and hand reared young birds. If attacked, withdraw the bird to the hospital and decide upon the next course of action (possibly letting the bird grow a little more within the hospital).

#### 11. General Care - Hedgehogs

##### 11.1 Medical Records

When in close proximity to humans such as in the hospital, the increased stress hedgehogs experience can lead to additional issues such as increased worm burden. It is important to keep an eye on the patients and note possible symptoms before they become bigger problems which could be life threatening. When cleaning out the hedgehogs, the below items are important to observe and note on the medical chart.

If very worried about a hedgehog that is not on medication leave note in hand over book.

<b>Weight</b>	Record weight ideally every day. If the weight is consistently decreasing, then there could be an issue with worm burden or bacterial infection that's needs investigating. If weight decreasing, firstly check for worms in faecal sample using microscope. It is relatively common to see Capillaria eggs, although other worms will also be found at times (see chart on hospital wall).  When weighing, compare the weight to previous days, its normal for the weight to vary, if you see a large variation suspect an error.
<b>Not eating</b>	Occasionally hedgehogs miss a meal, however they may stop eating due to illness or may need encouraging to eat using alternative foods. Do not overly worry by

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	one missed meal, but consistently not eating and losing weight could be a sign of a serious issue that needs treating.
<b>Coughing</b>	If a hedgehog is consistently coughing, they could have lung worm, if they have been treated for lung worm, they may have permanent damage to the lungs causing the coughing.
<b>Spine loss</b>	This could be a sign of mange or ringworm.
<b>Hyperactivity</b>	May be a sign of cage stress or Fluke (intestinal worms). The hedgehog will often circle the carrier, tread the bedding flat, and could have bloody feet.
<b>Green poo</b>	May be insignificant and due to such as a change in diet, but it can also be a sign of a problem such as an intestinal infection. If weight is going down as well as green poo, then treatment is almost definitely needed.

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**Appendix 1 – Daily Checklist**

<b>On Arrival</b>	<b>Completed</b>
Sign in (sheet in lobby).	
Put on hospital shoes.	
Read the handover logbook for any important handover information.	
Check all animals, do they need urgent attention or food or water urgently before starting cleaning & feeding routine, for example waterfowl such as ducklings need water before starting.	

<b>Animal Cleaning &amp; Feeding</b>	<b>Completed</b>
Read Animal Records Sheet of animal so you know why it is in, and their treatment plan.	
Complete a visual health check on each animal as they are cleaned out – other than reason for admission, <ul style="list-style-type: none"><li>• Do they have clear bright eyes/nose?</li><li>• Feathers / fur look normal?</li><li>• Is there movement and behaviour appear normal?</li><li>• Faeces looks normal</li><li>• Open mouth breathing / very cold / large amounts of blood is urgent.</li></ul> <p><b>If there are any concerns write observation on record sheet and a note in the Handover Logbook and put check me sign on cage.</b></p> <p><b>If in your option it is or may be urgent, contact Jon or Beth.</b></p>	
Medication – If the animal is on medication, check to see if its allready been administered, administer if needed / instructed by Beth / Jon (and record on sheet).	

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ONLY administer medication when you have been trained to do so and are confident.	
<b>If in doubt, ASK.</b>	
Weigh hedgehogs in grams (check unit is correct on scales and record weight).	
Thoroughly disinfect inside cage, including cage ceiling, cage door inside and out, metal above, below, and either side of the cage.	
Clean all food and water bowls and return to the same animal.	
Clean perches and <u>dry</u> before returning to the same animal.	
Always clean Zoonotic animals last – put all cloths into wash and discard gloves immediately upon completion.	
Check all cage doors are closed properly.	
Ensure all empty cages are clean and ready for use.	

Final Cleaning & Feeding	Completed
Disinfect weighing scales and between each animal.	
Put clean dry bowls on draining rack away in cupboard.	
Put clean dry perches on draining rack away in storeroom.	
Ensure area around sink is clean and DRY.	
Disinfect all surfaces and leave clean.	
Put all dirty cloths / towels in box in cupboard.	
Replenish stock including pigeon food, wood shavings, hay, straw, bin bags.	
Put any clean towels away in cupboard.	
Sweep then mop floors with 30ml disinfectant (do not soak floors). Wring mop then dry off floors.	
Empty bins and take up to bin area – put in or on a bin (do not leave on floor).	
Ensure door to stable yard is locked.	

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## **Appendix 2 - Wildlife Hospital Training Induction Checklist**

<b>Trainer Name</b>	
<b>Inductee Name</b>	
<b>Date</b>	

<b>Health Safety &amp; Environment</b>		
<b>Item</b>	<b>Notes</b>	<b>Completed</b>
Zoonosis	Definition and why it's important.	
PPE	What, where, when it should be worn.	
First Aid Equipment	Procedure, location, accident book.	
Personal hygiene	Importance, washing facilities, cleaners etc.	

<b>Housekeeping</b>		
<b>Item</b>	<b>Notes</b>	<b>Completed</b>
Access to hospital	Authorised admission only, limit all noise & talking and no visitors.	
Security	Keep locked, key safe access.	
Hospital Cleaning	General overview.	
Storage	<ul style="list-style-type: none"><li>• Cupboards</li><li>• Store</li></ul>	
Equipment & hospital facilities	Brief detail.	
Waste	<ul style="list-style-type: none"><li>• General</li><li>• Recycling</li></ul>	

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	<ul style="list-style-type: none"> <li>• Compostable</li> <li>• Sharps</li> <li>• Deceased animals</li> </ul>	
Dirty Washing	<ul style="list-style-type: none"> <li>• Remove as much straw, animal waste as possible.</li> <li>• Washing bin / left hand washing machine.</li> </ul>	
Management of drugs	<ul style="list-style-type: none"> <li>• Storage</li> <li>• Handling</li> <li>• Security</li> </ul>	
Dealing with the Public		
Handover Notes	<ul style="list-style-type: none"> <li>• Role of handover notes.</li> </ul>	

<b>AM Shift Tasks</b>		
Animal checks & records		
Cages	<ul style="list-style-type: none"> <li>• Cleaning process</li> <li>• Door security</li> </ul>	
Feeding		
Outdoor wildlife		
Medication		

<b>PM Shift Procedure</b>		
Animal checks & records		

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Feeding		
Medication		

<b>Animal Welfare</b>		
<b>Item</b>	<b>Notes</b>	<b>Completed</b>
Animal Admission Procedure	<ul style="list-style-type: none"><li>• Admission process</li></ul>	
Admission Assessment		
Lifesaving triage (Basic)		
Handling	<ul style="list-style-type: none"><li>• Garden Birds, Pigeons, Birds of Prey.</li><li>• Hedgehogs</li><li>• General</li></ul>	
Cage Labels & Health Records		

<b>Trainee Signature</b>	
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